

United Kingdom Direct Deposit Enrollment Form Completion Instructions

Introduction:

A direct deposit form has been designed to support the capture of key information from pensioner's wishing to enroll in the United Kingdom direct deposit. The following is a step by step procedure developed to guide the pensioner in the proper completion of the form.

Completion Instructions:

The United Kingdom Deposit Enrollment form is divided into three sections. They are:

- Part A - Pensioner Identification Information,
- Part B - Pension Program identification; and
- Part C - Identification of the Financial Institution.

Part A - Pensioner Identification Information:

Part A provides space for you to identify your name, address and telephone number. The following is a step by step procedure.

Steps 1 and 2

Enter your surname and given name and initials in the boxes provided. One letter per box. Please use capital letters.

PART A - PARTIE A	
Please print clearly. Please keep the appropriate federal government department informed of any change to your mailing address.	Écrivez lisiblement. Veuillez informer le ministère fédéral approprié de tout changement d'adresse.
1 Surname - Nom	
2 Given name and initial(s) - Prénom et initiales	
3 Address - Adresse	

Step 3

Enter your address information including the name of the city and country.

4 Is this a new address? Nouvelle adresse?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
5 Telephone number - Numéro de téléphone		

Step 4

Confirm if the address is new by entering in yes or no.

Step 5

Enter your area code and telephone number in the event that we may need to contact you to seek clarification on the information provided.

You have now completed Part A, Pensioner Identification Information

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Part C - Identification of the Financial Institution:

Part C provides specific fields for you to capture your direct deposit account information. Please check off (☑) the box that represents the appropriate account type which the electronic payment is to be directed. In the United Kingdom there are a number of account types supported by the Government Foreign Payments Service provider. They include a bank account, International Bank Account Number (IBAN) and Bank Identifier Code (BIC), postal account or a building society account. Please contact your local financial institution to obtain a better understanding of each account type.

Step 1

Must be completed by the financial institution or post office where you want your money deposited.

Step 2

Check off the box (☑) that represents the appropriate account type.

PART C - PARTIE C	
1	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Must be completed by the financial institution or post office where you want your money deposited.</p> </div> <div style="width: 35%;"> <p>Doit être rempli par l'institution financière ou le bureau de poste où vous voulez votre paiement déposé.</p> </div> </div>
2	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Check off the box that represents the appropriate account type.</p> </div> <div style="width: 35%;"> <p>Cochez la case du compte approprié.</p> </div> </div>
<input type="checkbox"/> Bank Account - Compte bancaire	
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Sort Code - Code de tri</p> <div style="border-top: 1px solid black; width: 100%;"></div> </div> <div style="text-align: center;"> <p>Account No. - N° de compte</p> <div style="border-top: 1px solid black; width: 100%;"></div> </div> </div>	
<input type="checkbox"/> International Bank Account Number and Bank Identifier Code Numéro de compte bancaire International et Identifiant de banque	
<div style="text-align: center;"> <p>IBAN No. - N° d'IBAN</p> <div style="border-top: 1px solid black; width: 100%;"></div> </div>	
<div style="text-align: center;"> <p>BIC SWIFT No. - N° BIC SWIFT</p> <div style="border-top: 1px solid black; width: 100%;"></div> </div>	
<input type="checkbox"/> Postal Account - Compte postal	
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Post Office Identification No. N° d'identification du bureau de poste</p> <div style="border-top: 1px solid black; width: 100%;"></div> </div> <div style="text-align: center;"> <p>Account No. - N° de compte</p> <div style="border-top: 1px solid black; width: 100%;"></div> </div> </div>	
<input type="checkbox"/> Building Society Account - Compte de société d'épargne immobilière	
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Sort Code - Code de tri</p> <div style="border-top: 1px solid black; width: 100%;"></div> </div> <div style="text-align: center;"> <p>Account No. - N° de compte</p> <div style="border-top: 1px solid black; width: 100%;"></div> </div> </div>	
<div style="text-align: center;"> <p>Roll Number - Numéro de rôle</p> <div style="border-top: 1px solid black; width: 100%;"></div> </div>	

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Step 3

Enter the name(s) of the account holder(s).

Step 4

Enter your financial institution name and address.

Step 5

Please obtain the signature of the financial institution official.

Step 6:

Enter your bank area code and telephone number, in the event that they need to be contacted for clarification on the information provided.

Step 7

The beneficiary must sign and date the bottom of the enrollment form. If the individual completing this form is a guardian / relative acting on behalf of the beneficiary, this enrollment information will not be considered valid without the beneficiary's signature.

Note: For additional information, call 0 800 404-9548 between the hours of 8 a.m. and 8 p.m., Eastern time.

The information you provide is required and collected under the authority of the Government of Canada or its agent for the purpose of enrollment in a direct deposit service. The information provided is protected under the Canadian Privacy Act and may be accessed through your program department using the Personal Information Bank number PWGSC PPU 040.

The first direct deposit may take approximately three months after receipt of your completed enrollment form.

3 Name(s) of account holder(s) Nom(s) du(des) titulaire(s) du compte	4 Financial institution name, address and postcode - Nom, adresse et code postal de l'institution financière <small>(Stamp may be used - Cachet de l'institution accepté)</small>
5 Signature of financial institution official Signature du représentant de l'institution financière	
Date Y - A M D - J	
6 Telephone no. of financial institution - N° de téléphone de l'institution financière _____	
<small>I, as the person entitled to receive the above-mentioned payment(s) and in lieu of my receiving a Receiver General cheque for it, hereby authorize the Receiver General for Canada to convert Canadian dollars to pounds sterling and to deposit, until further notice, the payment(s) described above into my account noted herein by means of Direct Deposit. I hereby agree to accept the exchange rate applied to the payment(s). I also agree that neither the Canadian government nor its agents shall be liable to myself or any third party for any special, consequential or incidental damages arising from delay.</small>	<small>Je, soussigné(e), bénéficiaire du (des) paiement(s) susmentionné(s), autorise par la présente le receveur général du Canada, à convertir les dollars canadiens en livres sterling et à déposer ledit (lesdits) paiement(s) directement dans mon compte, au lieu de me faire parvenir un chèque du receveur général pour le montant en question et ce, jusqu'à nouvel avis. J'accepte par la présente le taux de change s'appliquant à ce(s) paiement(s). J'accepte également que ni le gouvernement du Canada ni ses représentants ne soient tenus responsables, par moi-même, ou par toute autre tierce partie, des dommages spéciaux, consécutifs ou accessoires dus à un retard.</small>
7 Signature X	Date